

MEETING MINUTES
CAPITAL PLANNING COMMITTEE
April 6, 2021
Zoom Meeting

COMMITTEE MEMBERS PRESENT:

Brian MacDonald
Eli Laverdiere
Barry Desruisseaux
Joe Marchand

REC'D UXB TOWN CLERK
2021 JUN 3 AM 9:25

OTHERS IN ATTENDANCE:

Debbie Stark Brian Hyde
Matthew Keane
Scott Pashoian

I. CALL TO ORDER

Meeting was called to order at 6:02 PM EST by Eli Laverdiere.

II. OLD BUSINESS

Barry made a motion to accept the minutes from 3-17-21. Brian MacDonald seconded the motion. The minutes were accepted by roll call vote.

III. NEW BUSINESS

A. School Committee discusses capital projects –

1. **Roof Project** – Scott explained the time line on the roof project. Documents will be finalized at the end of April and bids will go out. Bids will be collected in May and project will start in July. The school will provide a shareable link to view the bids and project progress. The project will be done by one vendor for both roofs in order to obtain best pricing. Discussion ensued on the age of the Taft architectural shingle replacement as this is possibly still under warranty. Matt Keane, school committee member, agreed to research the vendor who did the work and find out when the warranty expired.
2. **Doors** – Capital Committee showed concern over transparency of information re: this capital project. School Committee has created a sub-committee to track capital projects and help communicate details to the capital committee. Debbie Stark and Matt Keane were both present from that sub-committee. Items in question were the following:
 - a. Which doors were replaced and which doors are scheduled to be replaced with the remaining capital funds already dispersed in 2019? Matt Keane agreed to work with Brian Hyde and Scott to list the doors and mark their location on a map of the school.
 - b. Capital Committee requested a quote for the garage door replacement. They do not believe replacement is necessary and a quote for repair should be obtained prior to replacement. Capital Committee also believes the garage doors do not fit the scope of the approved door project. Matt Keane has agreed to remove the door project from the capital fund spending. If the doors need replaced and/or repaired, they will find the money elsewhere and not use capital funds.
3. **HVAC** – Capital committee expressed concern over the excessive amount of bills from the HVAC repair vendor. Barry has looked at the invoices and to date, the total is over \$100K in HVAC service expenses. Capital Committee has requested a service contract be put in place, so needed repairs would be more cost effective. Matt Keane pointed out that HVAC was not a current capital request, but agreed to work on a long-term capital request for HVAC service.
4. **Outside Building Issues** – Barry expressed concern over water pitching back toward the doors at Taft. He also noted the same issue on the handicap ramp. Overall the outside of the building shows wear and room for improvements. Scott and Debbi Stark both expressed that there were multiple projects that

needed addressing, but they can't all be done at once. Matt Keane promised to look at the priority of all projects needed.

5. **CONCLUSION** – To wrap up, Debbie Stark suggested we list what takeaways the school is working on for the capital committee and state the time frame they will be completed. Matt Keane listed them as such:
 - a. Roof – share link to timeline and bid specs. Determine if architectural shingle replacement still has an active warranty. Timeline of completion: By end of week
 - b. Doors – list doors to be replaced with the balance of the 2019 capital monies and mark their location on a school map. Also, detail the next phase of the door project that will need continued funds released. Timeline of completion: By end of week for imminent doors and shortly after for the rest.
 - c. HVAC – detail a long-term capital solution for HVAC repairs/service

- B. **Looking Forward** – Brian MacDonald glad School now has a clear idea of what Capital Committee is looking for and hopefully they can provide these things up front going forward. Joe Marchand agreed we are going in a good direction and was happy to see the Sub-Committee involved.

IV. **CLOSURE**

Barry made a motion to adjourn the meeting. Brian seconded that motion. Motion passed via roll call vote.

Meeting adjourned 7:22 PM

Minutes Respectfully submitted by Lisa M Troast, Treasurer/Collector.

Minutes approved by the Capital Planning Committee via roll call vote on June 2, 2021.